

Capital Campaign Executive Assistant Historical Society of Carroll County, Inc.

Description: HSCC seeks a temporary part-time Executive Assistant to work under the supervision of the Executive Director on administrative duties pertaining to the Society's 2025-2026 Capital Campaign. The Executive Assistant will also work closely with the Campaign Advisor, Campaign Committee, and other Society committees. The position will take a lead role in managing campaign correspondence, acknowledgements, data entry, scheduling, and campaign meeting notation and communications. The theme of the campaign is Building Community, Inspired by History.

Length of Appointment and Schedule: The position appointment is 8-12 months. Schedule will flex between 2-4 days per week with a 6-hour average day, though applicants should anticipate variable days and hours depending on campaign priorities. Work from home will be an option in coordination with the Executive Director, but on-site work at the Historical Society's Westminster campus will also be expected. The anticipated start date will be March 4th, 2025.

Compensation: \$22 per hour, no supplementary benefits provided at this time.

Key Duties:

- Campaign related data entry and data maintenance in the Society's fundraising software E-Tapestry, a Blackbaud product.
- Preparation of campaign thank-you letters, special notes, and correspondence.
- Preparation of campaign related reports.
- Lead scheduler of campaign related meetings, preparation of meeting agendas, note-taking and reporting out.
- Coordination with the Executive Director and Society's Bookkeeper in the tracking and management of campaign funds and pledges.

Key Skills and Requirements: It is imperative that this employee be highly organized and a self-starter. Proficiency with Microsoft products and an ability to manipulate data in spreadsheets are a requirement. Immediate responsiveness to emails and phone calls will be expected. Only applicants with executive assistant, office management, or clerical experience will be considered. Applicants with capital campaign or general fundraising experience and/or experience with fundraising software will be given special consideration.

Conditions of Employment:

- The Executive Assistant is hired as a part-time employee
- Pay is bimonthly via direct deposit
- HSCC will withhold payroll taxes
- The Executive Assistant reports to the Executive Director
- Employment may be terminated with or without cause by HSCC with one week's notice.

HSCC is an Equal Opportunity Employer. Please submit a cover letter and resume by no later than end of business day February 19th in PDF format to Executive Director Jason Illari at jillari@hsccmd.org